

STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
HONOLULU, HAWAII

July 18, 2000

MEMORANDUM

TO: Executive Branch Agencies (excluding UH and DOE) (All Islands)  
House of Representatives  
Office of Hawaiian Affairs  
County of Kauai

FROM: Procurement Officer

SUBJECT: Change No. 7  
SPO Vendors List No. 99-24 (All Islands)  
**NOTEBOOK COMPUTER VENDORS LIST**  
(RFP-99-059-SW)

The subject price list is **extended to January 14, 2001**

Attached SPO Vendors List No. 99-24 is updated to incorporate all changes to date and is **effective July 15, 2000**.

Any questions relating to this vendors list may be directed to Ms. Ruth Yamaguchi of the State Procurement Office, telephone (808) 586-0567; facsimile (808) 586-0570.

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Procurement Officer

Attachment: Vendors List No. 99-24,  
updated to include all changes issued to date.

# STATE PROCUREMENT OFFICE

**\*Updated** SPO VENDORS LIST NO. 99-24 (All Islands)  
(\*Update includes Change Nos. 1-7)

## NOTEBOOK COMPUTER VENDORS LIST

July 15, 2000 to January 14, 2001

(RFP-99-059-SW)

**Note:** Those individuals authorized to use the previously issued *PC Vendors list* are also authorized to use the *Notebook Computer Vendors List*

**STATE'S COMMITMENT.** Agencies of the following jurisdictions are required to purchase from this vendor list:

1. Executive Branch (except UH and DOE)
2. Office of Hawaiian Affairs
3. County of Kauai; and
4. House of Representative;

**EXCEPTION TO THE VENDOR LIST.** When the use of this list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the list. *"Request for Authorization to Purchase Outside of the Price List"* for this purpose.

**QUESTIONS** relating to this vendors list may be directed to Ms. Ruth Yamaguchi of the State Procurement Office, telephone (808) 586-0567; facsimile (808) 586-0570.

**PURCHASE ORDERS** shall be placed with the vendors listed herein. A detailed listing of vendors and the manufacturer product lines they represent follows.

Agencies are instructed to obtain the appropriate Vendor Codes for remittance purposes from the "Alphabetical Vendor-Edit Table Report" available at your department's fiscal office, and annotate the vendor code on the purchase order.

Agencies are advised to retain a copy of this Vendors List should future reference to specific terms and conditions be necessary.

### VENDORS

Business Technology Group, Inc.  
dba Connecting Pint Business Technology Centers  
Comp USA, Inc.  
Dell Marketing, L.P.  
Gemini Tech, LLC  
PC Specialists, Inc.  
dba Technology Integration Group

**UNIT PRICES** quoted by the vendors include delivery to the State's designated user location, freight charges, maintenance during the one (1) year warranty period, and all applicable costs and taxes.

"SPO VENDORS LIST NO. 99-24" should be noted on purchase orders issued against this Vendors List.

**PROCUREMENT PROCEDURE UNDER THIS CONTRACT.** Agencies will be required to procure Notebook Computers from the vendors awarded contracts as a result of this RFP and in accordance with the following procedures issued by the State Procurement Office (see also *Exhibit A*):

**Agency responsibility to solicit quotations:** Agencies are required to solicit the following minimum number of written quotations from vendors on the Notebook Computer Vendors List:

For expenditures **less than \$50,000**: Three (3);

For expenditures **\$50,000 or more**: Quotes from all vendors on the list.

Considering all factors, including but not limited to price, quality, warranty and delivery, purchase shall be made from the vendor with the most advantageous quotation. Agency will complete the *Notebook Computer Selection Form* (attached, *Exhibit B*) and retain the form in their procurement file.

For expenditures of \$100,000 or more, agencies must receive prior approval of their Departmental DP Coordinator (information technology manager) before making the purchase.

**Vendor's responsibility to provide quotations:** Vendors are required to provide written quotations within three (3) business days of written agency request for expenditures less than \$100,000. For expenditures \$100,000 and greater, vendors are required to provide written quotations within five (5) business days of written agency request. Vendors not fulfilling this requirement shall be reported to the State Procurement Office. If a Vendor is unable to provide a quotation, they shall submit a negative response to the agency outlining why they are unable to reply. Price Quotations shall be valid for at least thirty (30) calendar days unless a shorter time is specified by the vendor.

**Consideration of Quotations:** Agencies must consider all quotations received.

**Failure to receive two (2) quotations:** Agencies which do not receive a minimum of two (2) quotations for product and pricing for expenditures of \$100,000 and greater, must receive Chief Procurement Officer approval before executing the procurement.

**Uniform request for quotations:** Agency is responsible for preparing a uniform request for product and pricing quotations and submitting the same request to all vendors. Agency may use the Notebook Computer Written Quotations form (Exhibit C) or prepare a separate request. At a minimum, agency shall specify the minimum requirements of the Notebook Computer (i.e. minimum processor speed, hard drive size, RAM, monitor size, video memory, sound card, network interface card), delivery location(s), delivery time if less than thirty (30) calendar days, installation, extended warranty, purchase, lease or rent.

**Under this contract, agencies may request quotation on a generic, brand name or equal, or product-specified basis. When agencies request quotations on a product-specific basis (e.g. Hewlett Packard only), SPO Form-14, Request for Restrictive Specifications must be submitted to the Chief Procurement Officer for prior approval. SPO Form-14 is attached.**

**Qualifying Equipment:** Notebook Computers with processors of 200MHz and faster shall be acquired from the Notebook Computer Vendors List. Agencies shall utilize the Notebook Computer Vendors List for the procurement of complete Notebook Computer systems only and not individual components (i.e. separate memory modules, PCMCIA cards, hard drives) for existing systems.

Agencies may procure the following with their Notebook Computer systems at the time of ordering: additional or upgraded hard drives, CD-ROM drives, other internal drives or internal tape backup devices, RAM, video memory, sound cards, speakers, network interface cards, internal modems, carrying cases, additional batteries, PCMCIA accessories for the system, docking stations, and extended manufacturer warranties.

Agencies of the Executive Branch only shall not procure software utilizing the Notebook Computer Vendors List, *except* standard operating system software (i.e. DOS, Microsoft Windows) and other software which is bundled as standard equipment on a line of computers. Agencies shall not procure desktop PCs or Macintosh Computers utilizing the Notebook Computer Vendors List.

**Limitation on Product Lines:** Vendors are limited to representing no more than seven (7) manufacturer product lines on the Vendors List. All product lines shall be identified in Offeror's proposal. For any given request for quotation, vendors may submit only one quote regardless of the number of manufacturer product lines represented by the vendor. Vendors may add and/or delete manufacturer product lines with State approval, however the total number of product lines shall not exceed seven (7).

**DELIVERY.** The Vendor must deliver all products ordered on the purchase order to the specified location within a maximum of thirty (30) calendar days after Vendor's receipt of the purchase order (unless faster delivery requirements have been specified by the agency at the time of quotation).

If the Vendor cannot meet the scheduled delivery time, the Vendor must notify the purchasing agency of the reasons for the delay and make arrangements for a later delivery. The purchasing agency may waive the required delivery time if the delay is reasonable or beyond the control of the Vendor. The determination of whether the delay is reasonable or beyond the control of the Vendor is within the sole discretion of the purchasing agency.

**ACCEPTANCE.** The purchasing agency must accept or reject the system within ten (10) calendar days after delivery (or Vendor's) of the system.

**WARRANTY.** The items furnished herein shall be guaranteed by the Vendor for a minimum period of one (1) year from acceptance by the purchasing agency, or as guaranteed by the manufacturer, whichever is longer. The warranty shall protect the purchasing agency against defects resulting from the use of defective or inferior materials, against defects resulting from negligent workmanship, and against all design and manufacturing defects.

Vendor shall replace or repair any defective workmanship and/or materials with equal or better parts at no cost to the purchasing agency for parts and labor during the warranty period, provided such defects are not due to abuse or negligence on the part of the purchasing agency.

Only parts that are manufacturer authorized as to not void the warranty shall be used in warranty repair. All parts shall be of new manufactured condition. Reconditioned parts will not be acceptable.

### **Minimum Response Times Required for Corrective Maintenance Requests.**

- I. **Response Time:** The Vendor shall acknowledge receipt of any call for corrective service within TWO (2) hours.
- II. **Resolution Time:** Vendor shall have ten (10) calendar days to complete warranty repairs and return the equipment to the State user agency. Vendor shall be responsible for picking up equipment at user agency, and all shipping and associated costs. If the problem cannot be resolved within the times indicated, the Vendor must inform the user agency of the reasons for the delay and provide an estimated completion time.

If the problem cannot be resolved within the times indicated, the Vendor must inform the user agency of the reasons for the delay and provide an estimated completion time.

**QUALITY** of equipment furnished shall be new and with warranties applicable to new equipment. All equipment supplied shall be labeled and/or embossed with the manufacturer's name, logo, serial number, and/or part number. It shall be free from defects which may render it unfit to use. Damaged or rejected items must be immediately removed from the site and replaced with items of the quality required by these specifications, at no cost to the State.

Failure to replace or to remove any rejected item shall not relieve the Vendor from the responsibility imposed upon it by the contract.

The ordering agency may, at any time, by written order, stop the delivery of equipment not conforming to these specifications. Such stop order shall not relieve the Vendor of its obligation to complete its work within the contract time limits, nor shall it in any way terminate, cancel, or abrogate the contract or any part thereof.

**VENDORS LIST AVAILABLE ON HAWAII FYI.** Agency with a computer and modem may retrieve a copy of this list via the State's **Hawaii FYI** electronic gateway by dialing the following modem number:

Hawaii	974-6640
Kauai	274-3600
Maui	984-2000
Oahu	587-4800

At the main menu select *Hawaii Internet Services Menu*, then click on *State Price Lists* for the current listing. If assistance is required to access Hawaii FYI, call the ICSD Assistance Center at 586-1919 from Oahu and 1-800-252-1132 from the neighbor islands.

This list is also available on the **Internet at [www.hawaii.gov/icsd/dags/prices/pricelist.html](http://www.hawaii.gov/icsd/dags/prices/pricelist.html)**.

**USE OF VENDORS LIST BY NONPROFIT ORGANIZATIONS.** Pursuant to Section 103D-804, Hawaii Revised Statutes (HRS), nonprofit organizations with current purchase of service contract(s) (Chapter 42D or 103F, HRS) have been invited to participate in the State Procurement Office's (SPO) price or vendors lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO list, the nonprofit must obtain approval from each vendor, i.e., participation must be mutually agreed upon. The vendor may choose to deny participation by a nonprofit. Provided, however, if a

nonprofit and vendor mutually agree to this arrangement, it is understood that the nonprofit will retain its right to purchase from other than the vendor.

At the time of award SPO will inform vendor(s) of those non-profits interested in participating.

**VENDOR EVALUATION form should be used to report complaints or commendations. A form is attached for your convenience. Agencies are encouraged to use the form whenever appropriate. Completed forms(s) may be mailed or faxed to the State Procurement Office, Attn: Ruth Yamaguchi. FAX No 586-0570.**

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Procurement Officer

## VENDOR INFORMATION

### **BUSINESS TECHNOLOGY GROUP, INC.**

**Address to send Purchase Orders**

360 Hoohana Street  
Kahului, HI 96732

**Address to send Payments:**

c/o IFSC  
P.O. Box 844424  
Dallas, TX 75284-4424

**Product lines represented:** Compaq  
Epson  
Hewlett Packard  
IBM  
NEC  
Toshiba

**Contact Person(s):** Steven Melendez

**Telephone and Facsimile Numbers:**

(888) 871-8171  
(808) 871-4646 (Fax)

### **COMP USA, INC.**

**Address to send Purchase Orders:**

Notebook Computer  
Vendors List  
Revised 7/15/00

**Address to send Payments:**

SPO Vendors List No. 99-24  
7/15/00 to 1/14/01

604 Ala Moana Blvd.  
Honolulu, HI 96813

Comp USA  
P.O. Box 200670  
Dallas, TX 75320-0670

**Product lines represented:** Compaq  
Fujitsu  
Hewlett Packard  
IBM  
NEC  
Sony  
Toshiba

**Contact Person(s):** John Bingaman

**Telephone and Facsimile Numbers:**  
(808) 543-6602  
(808) 543-6683 (Fax)  
E-Mail: [john\\_bingaman@compusa.com](mailto:john_bingaman@compusa.com)

## **DELL MARKETING L.P.**

**Address to send Purchase Orders**  
Dell Marketing L.P.  
1 Dell Way RR8-Box 41  
Round Rock, TX 78682-0384

**Address to send Payments:**  
Dell Marketing L.P.  
P.O. Box 21132  
Pasadena, CA 91185-1132

**Product lines represented:** Dell

**Contact Person(s):**  
Nikki McDaniel (800) 981-3355 x 67883

**Telephone and Facsimile Numbers:**  
State and Local Government Fax (800) 433-9527 (Fax)  
State and Local Government Tech Support (800) 981-3355

**Internet Address:** [www.dell.com](http://www.dell.com)  
**E-Mail Address:** [nikki\\_mcdaniel@dell.com](mailto:nikki_mcdaniel@dell.com)

Warranty: Dell warranty differs from the standard listed herein, contact Dell for additional information.

## **GEMINI TECH, LLC**

**Address to send Purchase Orders and Payments:**  
1320 Kalani Street, #307  
Honolulu, HI 96817

**Notebook Computer  
Vendors List  
Revised 7/15/00**

**SPO Vendors List No. 99-24  
7/15/00 to 1/14/01**

**Product lines represented:** Acer  
AST  
Compaq  
Fujitsu Limited  
Hewlett Packard  
NEC

**Contact Person(s):** Karen James

**Telephone and Facsimile Numbers:**  
(808) 843-1000, Ext. 4  
1-877- 843-0028 (Neighbor Islands)  
(808) 843-1010 (Fax)  
1-800-205-4729 (Fax-Neighbor Islands)

**Internet Address:** [www.geminitech.net](http://www.geminitech.net)

**E-Mail Address:** [RFQ@GeminiTech.net](mailto:RFQ@GeminiTech.net) (Request for Quote)

## **PC SPECIALISTS, INC. DBA TECHNOLOGY INTEGRATION GROUP**

**Address to send Purchase Orders**  
660 Ala Moana Boulevard, 214  
Honolulu, HI 96813

**Address to send Payments:**  
P.O. Box 85244  
San Diego, CA 92186-5244

**Product lines represented:** Compaq  
Dell  
Gateway  
Hewlett Packard  
IBM  
Micron  
Toshiba

**Contact Person(s):**

Lester Morikawa	State of Hawaii	524-6652 x 109	<a href="mailto:imorikawa@tig.com">imorikawa@tig.com</a>
Jan Takasaki	DOT & Judiciary	524-6652 x 130	<a href="mailto:jtakasaki@tig.com">jtakasaki@tig.com</a>
Thomas Mann	State of Hawaii	524-6652 x 132	<a href="mailto:tmann@tig.com">tmann@tig.com</a>

**Telephone and Facsimile Numbers:**  
(808) 536-2845 (Fax)  
(800) 848-2397 (Neighbor Islands)  
(888) 270-5355 (Neighbor Islands Toll Free Fax)

**Internet Address:** [www.tig.com](http://www.tig.com)



## PROCUREMENT PROCEDURES FOR THE NOTEBOOK COMPUTER VENDORS LIST

Agencies shall procure notebook computers (excluding Apple Power Books) from the vendors listed on the Notebook Computer Vendors List in accordance with the following procedures:

**Agency responsibility to solicit quotations:** Agencies are required to solicit the following minimum number of written quotations from vendors on the Notebook Computer Vendors List:

For expenditures **less than \$50,000:** Three (3);

For expenditures **\$50,000 or more:** Quotes from all vendors on the list.

Considering all factors, including but not limited to price, quality, warranty and delivery, purchase shall be made from the vendor with the most advantageous quotation. Agency will complete the Notebook Computer Selection Form (Exhibit B) and retain such form in their procurement file.

For expenditures of \$100,000 or more, agencies must receive prior approval of their Departmental DP Coordinator before making the purchase.

**Vendor's responsibility to provide quotations:** Vendors are required to provide written quotations within three (3) business days of written agency request for expenditures less than \$100,000. For expenditures \$100,000 and greater, vendors are required to provide written quotations within five (5) business days of written agency request. Vendors not fulfilling this requirement shall be reported to the State Procurement Office. If a Vendor is unable to provide a quotation, they shall submit a negative response to the agency outlining why they are unable to reply. Price quotations shall be valid for at least thirty (30) calendar days unless a shorter time is specified by the vendor.

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Agencies may procure the following with their Notebook Computer systems at the time of ordering: additional or upgraded hard drives, CD-ROM drives, other internal drives or internal tape backup devices, RAM, video memory, sound cards, speakers, network interface cards, internal modems, carrying cases, additional batteries, PCMCIA accessories for the system, docking stations, and extended manufacturer warranties.

Agencies of the Executive Branch only shall not procure software utilizing the Notebook Computer Vendors List, except standard operating system software (i.e. DOS, Microsoft Windows) and other software which is bundled as standard equipment on a line of computers. Agencies shall not procure desktop PCs, or Macintosh computers utilizing the Notebook Computer Vendors List.

Questions should be directed to your Departmental DP Coordinator, or to the State Procurement Office, Attn: Ruth Yamaguchi (808) 586-0567 phone or (808) 586-0570 facsimile.

### Exhibit A

Revised 7/15/00

# NOTEBOOK COMPUTER SELECTION FORM

(retain in your procurement file and attach copy to purchase order)

Quote #	Make/Model or equal	Unit Price	Qty	Total Price	Vendor
1					
2					
3					
Agency must solicit three vendors for purchases less than \$50,000 (and leases of up to 20 Notebooks)					
4					
5					
Agency must solicit five vendors for purchases at least \$50,000 but less than \$100,000 (and leases of 21 to 40 Notebooks)					
6					
7					
Agency must solicit <b>all</b> vendors for purchases of \$100,000 and greater (and leases of more than 40 Notebooks)					

Quote Selected: # \_\_\_\_\_ Date: \_\_\_\_\_

This quote is most advantageous for the following reason(s):

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## Quotation Requested and Selection Decision by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Phone/Fax Numbers: \_\_\_\_\_

Approval of Departmental DP coordinator for expenditures of \$100,000 or more:

(Signature)

(Date)

Approval of CPO for expenditures of \$100,000 and greater failing to receive two (2) quotations for product and pricing:

(Signature)

(Date)

# NOTEBOOK COMPUTER WRITTEN QUOTATIONS

(retain in your procurement file)

TO: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

FROM: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

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## AGENCY TO COMPLETE SECTION BELOW

Quantity: \_\_\_\_\_

**PROVIDE A QUOTATION for the following Year 2000 compliant notebook computer(s). Agency shall indicate below the specifications of the equipment. Agency shall indicate if specification is a minimum or approximate requirements:**

Make/Model or equal: \_\_\_\_\_

Video Memory: \_\_\_\_\_

Processor Speed: \_\_\_\_\_

Sound Card: \_\_\_\_\_

RAM: \_\_\_\_\_

Speakers: \_\_\_\_\_

Hard Drive Size: \_\_\_\_\_

Network Interface Card: \_\_\_\_\_

Additional Hard Drive: \_\_\_\_\_

PCMCIA cards: \_\_\_\_\_

Other Internal Drive: \_\_\_\_\_

Docking Station: \_\_\_\_\_

Tape Backup Device: \_\_\_\_\_

Internal Modem: \_\_\_\_\_

Extended Warranty: \_\_\_\_\_

CD-ROM Drive and Speed: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

Display Size: \_\_\_\_\_

Delivery Locations: \_\_\_\_\_

Display Type: \_\_\_\_\_

Purchase/Lease/Rent: \_\_\_\_\_

Operating System: \_\_\_\_\_

Other: \_\_\_\_\_

*Agency may use this form or prepare a separate request. Agency is responsible for preparing a uniform request for product and pricing quotations and submitting the same request to all vendors.*

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## VENDOR TO COMPLETE SECTION BELOW

Date: \_\_\_\_\_

Quotation Expires on: \_\_\_\_\_ \*

Vendor Representative (Name): \_\_\_\_\_

(Signature): \_\_\_\_\_

**\*Quotation shall be good for at least thirty (30) calendar days unless a shorter time is specified by the vendor. Vendor shall fax this form to the agency above with quotation addressing the stated requirements. Pricing shall include delivery to location(s) designated, and all applicable costs and taxes.**

**STATE OF HAWAII  
REQUEST FOR RESTRICTIVE SPECIFICATIONS**

TO: Chief Procurement Officer

FROM: \_\_\_\_\_  
(Department/Division/Agency)

Pursuant to Section 3-122-13, HAR, the Department requests approval to purchase the following commodity (\$25,000 or more) using restrictive (brand name) specifications:

Description of Item/Product (Brand/Manufacturer Name, Model No./Product No., etc.):

The department hereby makes the following determination that only the above specified item will satisfy its needs and that it is not practicable to use a less restrictive specification:

(1) The above specified item has the following unique features, characteristics, or capabilities:

(2) The unique feature(s), characteristic(s), or capability(ies) are essential for the department to accomplish its work for the following reason(s):

(3) The following other commodities were investigated but do not meet our needs because:

(4) The following are possible sources for the commodity requested:

Direct questions to: \_\_\_\_\_

Phone: \_\_\_\_\_

**I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT, AND THAT THE COMMODITY IS AVAILABLE THROUGH MORE THAN ONE SOURCE.**

\_\_\_\_\_  
Department/Agency Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (If other than Department/Agency Head)

Chief Procurement Officer's comments:

Please ensure adherence to applicable administrative and statutory requirements.

☐ APPROVED

☐ DISAPPROVED

\_\_\_\_\_  
Chief Procurement Officer

\_\_\_\_\_  
Date